

71
INSTRUCTIONS

Geo. W. Biddle Esq.
with the signature
RELATIVE TO THE
J. R. V.

TRANSACTION OF BUSINESS

AT THE

Mint of the United States,

AND ITS BRANCHES.

PRESCRIBED BY THE DIRECTOR OF THE MINT.

Samuel R. Anderson.

PHILADELPHIA :

BENJAMIN F. MIFFLIN, PRINTER, WALNUT ST.

1858.

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INSTRUCTIONS
RELATIVE TO THE TRANSACTION OF BUSINESS AT THE
MINT OF THE UNITED STATES,
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**(A) OF THE PURCHASE OF BULLION FOR COINAGE ON BEHALF
OF THE UNITED STATES.**

1. All bullion deposited at any of these institutions shall be weighed in the presence of the Treasurer, the Register of the deposits, and the depositor or his agent, or an opportunity given to such depositor or his agent to witness the same. But if the bullion be of less value than one hundred dollars, (which may be nearly enough judged by its weight and appearance) or if it be so base as to be deemed unsuitable for the operations of the Mint, it may be legally refused. The weigh clerk and the Register will enter in their respective books the name of the depositor, the date of each deposit, the kind of bullion, and the State or Country from whence it is derived, if it can be ascertained; if the deposit is foreign coin, the country where it is coined will be stated, except where it is composed of mixed coins, in which case an estimate may be made of the coinage, if reasonably practicable; if not, it may be stated to be "mixed foreign coins."

2. If the bullion be not in such state before melting that its value can be ascertained, the chief officer of the institution will adopt every possible guard to insure its safety in being carried from the weigh-room to the deposit melting-room, and until it

is there melted and brought back to the weigh-room to be re-weighed; which re-weighing shall be made by the persons before mentioned, and careful entries thereof made in their respective books. A table of all deposits requiring a melt before assay, shall be made at the end of each week. It shall give the number of the deposit, the name of the depositor, the description of bullion, and the weights respectively before and after melting, and the loss in weight, as well as the per centage loss. This statement shall be handed to the melter and refiner, who will carefully examine the same, and note on the table whether the differences in the weights before and after melting, are such as are usual and ordinary, and fairly resulting from the nature of the deposit, in each case. The table will then be submitted to the chief officer of the institution for his examination and his action thereon, if necessary, and be preserved in his office.

3. If the bullion deposited is gold, containing a considerable quantity of silver, it will be so noted in the weigh books, and so also in the opposite case; and the bullion will be entered in the gold or silver weighing book, according as the gold or silver appears to excel in weight. If there are several parcels, they are weighed separately according to the wishes of the depositor, but it is not usual to make distinct assays of separate parcels belonging to the same individual unless for some sufficient reason. The weights before melting are expressed in the left hand of the two sets of columns of the book in ounces and decimal parts of an ounce, and the weight after melting in the right hand column.

4. In receiving deposits, gold is weighed to the one hundredth (.01) of an ounce, and silver to the five hundredths (.05) of an ounce. Less weights than these are not used in receiving deposits, but where the balance indicates a near approach to the .01 for gold, or .05 for silver, the slight deficiency is disregarded, and the full figures are set down.

5. The Treasurer gives a receipt for the weight before melting, which the depositor is required to surrender to the Mint when

he calls for payment of his deposit. If the depositor gives his receipt to a third party, he must indorse it before doing so.

6. After the deposits are melted, the Treasurer shall deliver to the Assayer, from each parcel of bullion, a sufficient portion for the purpose of being assayed, which shall be returned to the Treasurer, as is provided by the tenth section of the Mint law. The Melter and Refiner will then re-weigh each deposit separately, and compare the weights with those furnished him by the Treasurer, in order that discrepancies, if any, may be detected and corrected; and after adding in the weights returned by the Assayer, will ascertain whether the total weight of a certain number of deposits agrees with that of the Treasurer:

7. In order to secure the bullion in passing through the several operating rooms, it shall be placed in boxes so constructed that when placed on each other they will not slide laterally, and several such piles being placed on a car, the uppermost series shall be covered with a strong sheet-iron cover with a continuous rim of at least two inches projecting downwards, and the whole secured by a chain passing lengthwise over the series, and so constructed that it may be locked at different links according to the height on the piles of each car. One key of such lock shall be placed in the hands of the foreman, while superintending operations on the bullion, and another in the hands of the officer to whom the bullion is charged.

8. It is the duty of the Weigher to see that the usual and proper limits of loss on melting deposits are not exceeded, or if they are, to satisfy himself that the peculiarity of the case justified it.

It has been ascertained as near as practicable what should be the ordinary loss, and what the extreme limit of loss, in melting gold and silver deposits preparatory to the assay, if the bullion has been carefully melted.

The following statement of losses will be useful on this point.

Gold. Loss in weight.

Description.	Of parcels of 5 ozs. to 20 ozs.		20 ozs. to 100 ozs.		100 ozs. to 500 ozs.	
	Ordinary.	Extreme.	Ordinary.	Extreme.	Ordinary.	Extreme.
Clean bars, lumps and cakes,	.01	.02	.01	.05	.03	.25
Grains and dust, average loss } 3 per cent; if very clean, 1 } per ct.; dirty, 4 to 5 per ct. }						
Coins, - - -	.01	.02	.01	.08	.03	.15
Jewelry and plate,* - -	.01	.02	.01	.05	.03	.25
Amalgam, irregular and un- } certain. }						
Laminated, - - -	.01	.02	.01	.05	.03	.25

Silver.

Description.	Deduction if not melted.	Ordinary loss if melted.	Extreme loss if not melted.
1. Bars, Pigs and test bottoms, clean, }	$\frac{1}{16}$ of 1 per ct.	$\frac{1}{2}$ of 1 per ct.	$\frac{1}{4}$ of 1 per ct.
2. The same, not clean, Must be melted,		$\frac{1}{2}$ of 1 per ct.	$\frac{1}{4}$ of 1 per ct.
3. Coins,	$\frac{1}{1000}$ of an oz. per 1000,	$\frac{1}{16}$ of 1 per ct.	$\frac{1}{4}$ of 1 per ct.
4. Jewelry and Plate, Must be melted,		$\frac{1}{2}$ of 1 per ct.	$\frac{1}{4}$ of 1 per ct.
5. Amalgam, Must be melted,		2 to 5 per ct.	5 to 10 per ct.

The "extreme loss" on coins, refers to such as the small Spanish, and other small coins, &c.

N. B. Clean bars of gold are frequently melted in small quantities without any loss, and when a single lot is deposited and appears to have been well melted, it is sometimes assayed without re-melting, and of course reported without loss. The above estimate of losses on gold supposes that a protective flux (as borax or soda ash,) has been used. A refining flux (as nitre,) is not used in melting for assay, unless the metal be in a very impure and intractable condition; in which case, as the loss will be uncertain and considerable, the depositor ought to be informed in regard to the process. In every case of melting the depositor has the benefit of the grains in the flux, which in each case is separately ground and washed, and also the benefit of the scrapings of the pot.

9. As soon as the weight after melting (and after deduction where melting is dispensed with) is ascertained, one of the

* Uncertain on account of solder, &c.

Treasurer's clerks will transcribe the date of the deposit, name of the depositor, description and number of bullion, and weight after melting, upon a blank, called the Assayer's Report. This is taken to the Assayer, who, at the same time, or previously, cuts off such small portions of the gold bullion as may be necessary for his operations; and takes the granulations of silver for the same purpose.

10. The Assayer will insert in the report, the fineness of the bullion, and the fineness of the gold or silver parted therefrom, provided the precious metal contained shall be worth one dollar or more, after allowing for cost of parting and necessary alloy. He will also state in the report the charges or deductions to which the deposit is subject.

The following rate of charges has been adopted on deposits of gold and silver bullion at the Mint in Philadelphia, the Branch Mint at New Orleans, and the Assay Office at New York.

I. *For toughening or refining.* When metals are contained in the bullion, which render it unfit for coinage:

1. *On gold*, from one to three and a half cents per ounce of gross weight after melting, according to the condition of the metal.

2. *On silver*, if not coppery, one-third cent per ounce, as above. If coppery, one-half cent to one cent.

II. *For separating the Gold and Silver.*—Where these metals exist together in the bullion.

1. If not coppery.

<i>Proportion of Gold.</i>			<i>Charges.</i>			
1 to 200 thousandths.			1½	cents	per ounce	gross after melting.
201 " 600	"	2	"	"	"	"
601 " 700	"	3	"	"	"	"
701 " 800	"	4	"	"	"	"
801 " 946	"	5	"	"	"	"

2. If coppery.

<i>Proportion of Silver.</i>		<i>Charges.</i>			
500 to 700 fine, the gold in any proportion not less than $1\frac{1}{2}$ thous.		3 cents per ounce gross after melting			
701	" 800 "	$2\frac{1}{2}$	"	"	"
801	" 925 "	2	"	"	"

Note.—The distinction used in the language of the Mint laws, between *refining* and *separating*, is observed in the foregoing items of charge. Refining here refers only to the use of fluxes, for taking out base metals; or, in case of iridosmium (commonly called iridium), to repeated meltings and subsidence, or whatever other method may be found most expedient. It will occasionally happen that a deposit is to be charged both for refining and separating; as, where it is desirable, first to remove refractory metals, so that they may not embarrass the parting process, or reappear in the parted metal.

3. *Limit to the separating of Gold and Silver.*—Neither gold or silver shall be separated for the benefit of the depositor, when the net product of operation, estimated upon the above charges, shall be less than one dollar.

11. At the Branch Mints at Charlotte and Dahlonega, the parting charge is 12 cents per ounce; and at San Francisco, 14 cents per ounce, irrespective of proportions.*

12. The Assayer's Report is then put into the hands of one of the Treasurer's clerks, specially charged with the calculation of deposits, who will transfer the fineness therein given to a sheet forming the abstract of bullion deposits. This clerk shall make the necessary calculation, based upon the weight and fineness of the deposit as reported, and enter his result in the several columns found upon the sheet or abstract. When this operation has been completed, the abstract exhibits the entire history

* The gold of California being above 800 thousandths fine, the charge was originally fixed at eleven cents, but was changed to fourteen cents, at the request of the Superintendent, and on his representation of the cost attending the refining operations at that place.

of a deposit, beginning with the weight after melting, and closing with its net value, and the mode of its payment.

13. The Director's (or Superintendent's) clerk, before filling the warrant for the payment of a depositor, will ascertain the correctness of the net value on the abstract, multiplying the weight after melting of the deposit by the net value (given in tables prepared for that purpose,) of an ounce of gold at the particular fineness reported. If he agrees with the Treasurer's clerk, the warrants for payments are filled up and signed by the Director (or Superintendent.) One of the Treasurer's clerks then makes out an assay memorandum, stating the transaction in detail, and giving the net value of each parcel for the use and satisfaction of the depositor.

14. When the depositor presents his receipt, he will sign the receipt on the back of the warrant and the duplicate in the register of warrants. The coin is then paid to him, and he receives likewise the memorandum above mentioned.

15. A press copy of the calculations as spread upon the abstract of bullion deposits is retained in the Mint, Branch Mint, or Assay Office.

16. The Act of 4th March, 1853, c. 97, page 62, of Mint Pamphlet, requires the profits of the Mint to be transferred annually to the treasury of the United States. In the abstract of bullion deposits, the charge of a half per cent. for coinage must be credited to "bullion deposit, profit and loss," transferable to the treasury of the United States.

The deductions from depositors being the charges for parting and for manufacturing bars, and all other charges authorized to be made at the principal Mint, and the Branch Mints at New Orleans and San Francisco, and the Assay Office at New York, must at the end of each quarter, or oftener, if necessary, be paid into the treasury of the United States, to the credit of the respective appropriations for the ordinary expenses of these institutions. At the Branch Mints of Dahlonega and Charlotte, the foregoing charges must be placed quarterly to the credit of

the Treasurer of the United States. The funds available by law for the ordinary expenses of the Mints and Assay Office, having thus been placed in the treasury of the United States, to the credit of the above appropriation, requisitions for the same may be made on the Secretary of the Treasury in the same manner as on the specific appropriation. The same course will be observed in relation to the silver parted for the benefit of the Mint at the different institutions.

The premium allowed on the silver purchased and parted, must be charged to "Silver Purchase Profit and Loss," the balance to the credit of which account is transferable to the treasury of the United States. When a transfer is made at any of the Branch Mints and at the Assay Office, the Superintendent thereof will report the same to the Director of the Mint.

(B) OF THE ACCOUNTS OF OFFICERS IN THE MINT, BRANCH MINTS,
AND ASSAY OFFICE.

1. The only officers who account with each other, are the Treasurer with the Melter and Refiner, and the Treasurer with the Coiner; and in receiving and paying deposits, and in making transfers of bullion and clippings, these officers either attend personally or by their delegated representatives. The small parcels of bullion which are employed by the Assayer in his operations, are in point of law within the custody of the Melter and Refiner.

2. From time to time the Treasurer will deliver gold and silver bullion and clippings to the Melter and Refiner; both these officers will make entries of these deliveries in their books. The Melter and Refiner is charged with the standard weight of deposits, after their quality has been reported by the Assayer, and with the actual weight of clippings, which are always presumed to be of standard fineness.

3. When the ingots or fine gold bars have been prepared by the Melter and Refiner, assay slips are to be taken off from the first and last ingot of each melt, or from a small fine gold bar, by the Assayer, who will report the fineness of such as are within the proper limits; if not within such limits, they are reported as condemned, and must be remelted by the Melter and Refiner. The Act of 18th January, 1837, provides, that gold ingots for coinage, may vary from 898 to 902, but the practice is rarely to pass gold ingots varying more than from 899.5 to 900.5, and silver ingots from 898 to 902.5. Fine gold bars may be reported when they have a fineness of 990 or more.

4. The Assayer's reports of approved ingots are kept on file by the Treasurer. The ingots having been approved, the Coiner, Melter and Refiner, and Treasurer, or their delegates, attend at the weighing, and three accounts must be taken of the weights at the time. It is necessary that the Coiner should attend (as well as the Melter and Refiner,) because the ingots are

weighed but once, and the delivery to the Treasurer by the Melter and Refiner, is simultaneous with the delivery by the Treasurer to the Coiner.

5. In weighing gold and silver ingots and bullion, the maximum weight, which the scale-beam is calculated to bear, should not be exceeded; and the largest number of ingots of the various denominations, within the limit above mentioned, should be placed upon the scale (the number varying with the different denominations), and accurately weighed, and the account kept by each officer in ounces and hundredths of an ounce, the $\frac{1}{100}$ th of an ounce being the smallest weight used in weighing gold, and the tenth of an ounce the smallest weight used in weighing silver.

6. Whenever the Coiner makes a delivery of coins to the Treasurer, he will give notice to the latter to attend at the weighing, at which time it is to be ascertained that the coins are within the limits prescribed by law, agreeably to the 25th and 26th sections of the Act of January 18, 1837. The coins being approved are delivered to the Treasurer by tale—their standard weight is deduced therefrom by calculation, and so charged.

7. At the time of such delivery, the Assayer will also attend, and the Treasurer will take one piece for every \$30,000 of double eagles; one piece for every \$20,000 of eagles; one piece for every \$10,000 half eagles; one piece for every \$10,000 quarter eagles; and ten pieces will be taken from every delivery of gold dollars, to the amount of \$50,000—if a less amount is delivered, the assay pieces will be proportionately less. The Treasurer takes one piece for every 5,000 pieces of silver without regard to the denomination.* The assay pieces will be taken before the actual delivery of the coins (agreeably to section 27th); such pieces will be noted in the book kept for the purpose, stating their numbers, kind, weight, value, and to what

* At the Branch Mint, San Francisco, in order to avoid the transmission of considerable amounts of coin by mail, only one-half of the number of assay pieces herein prescribed is taken.

warrants they correspond; at the principal Mint they will be kept and secured in the manner prescribed by the 27th section of the Mint law. At the Branch Mints, the assay pieces, after being taken in the manner prescribed by said section, are required to be carefully secured, and enveloped, and transmitted monthly by mail to the Director of the Mint.

8. At the close of the quarter, the Treasurer, Coiner, and Melter and Refiner, sum up each in his own book appropriated for that purpose, the various deliveries of bullion, ingots, clippings and coins. If all accounts agree in standard weight and value, the Director's (or Superintendent's) clerk will make out warrants for the same, as if the various daily deliveries of each kind constituted one delivery, at the end of the quarter. These warrants are signed by the Director, (or Superintendent,) receipted on the back by the proper officer, and form the basis of the Treasurer's journal entries; they will be forwarded also to the first Auditor at Washington, quarterly, with the other vouchers of the Treasurer. The Coiner, and Melter and Refiner, furnish quarterly abstracts of their accounts, to be forwarded, with the Treasurer's counter statements thereof, to the auditing department at Washington.

9. Once, at least, in every year, at such time as the Director shall appoint, the Coiner, and Melter and Refiner, shall deliver up to the Treasurer all the coins and bullion in their possession, accompanied with statements of the two officers just named, of the amount of bullion of each kind, (gold or silver,) received and returned by them respectively during the year; also, the amount returned for the purpose of settlement, and the sum of the difference between the amounts charged and the amounts credited to them respectively.

10. The Melter and Refiner shall be charged at the end of each quarter, with the amount parted for the benefit of the Mint, and not for depositors; and he shall present once in every year a fair estimate of the proceeds, after deducting all charges of such sweeps as he may have not smelted, such estimate to be verified by trials and calculations of the Assayer; and if the Coiner's, and Melter and Refiner's accounts shall be found just, and the Director (or Superintendent) be well satisfied that there

has been a *bona fide* waste of the precious metals, he shall allow the same by his warrants, provided the claim do not exceed the limits prescribed in sections twenty-three and twenty-nine of the law already referred to.

11. Any of the duties herein enjoined upon the operative officers and the Treasurer may be performed by an assistant, clerk or employee, who may be designated for that purpose, but this authorization being for the convenience of the officers, and the proper despatch of business, is not to be considered as impairing their own responsibilities for the bullion placed in their custody.

Note.—The amount of silver alloy left in a deposit of silvery gold, is based upon the estimate that the gold is refined to 990. In order to make this into standard gold, it is necessary to add 100 parts of copper; there being 10 parts of silver therein not parted out. This gives the proportion of silver alloy as compared with the mass, as 1 to 110, or $\frac{1}{110}$ th. Now $\frac{1}{110}$ th of the mass, or of the standard weight of the gold, shows the amount of pure silver contained, and this is equal to $\frac{1}{110}$ th of the same for standard silver. In the abstract it is stated that $\frac{1}{110}$ th of the standard weight of gold, gives the standard weight of silver left therein, and the remainder of the silver constitutes the amount parted out for the benefit of the depositor. By this arrangement it becomes unnecessary to keep an account of silver alloy, as heretofore, when the total amount of the silver was charged to the Melter and Refiner, and he was afterward credited with the silver alloy, although it was only *theoretically* put back by him into the gold.

12. As it is highly important to secure uniformity in our gold coinage, all deposits of native gold, or gold not previously refined, should be assayed for silver, without exception, and refined to from 990 to 993, say averaging 991, as near as may be. When any of the deposits prove to be 990, or finer, they should be reserved to be mixed with the refined gold. The gold coin of the Mint and its Branches will then be nearly thus, gold 900, silver 8, copper 92; and thus a greater uniformity of color will be attained than was heretofore accomplished.

Note.—The instructions on this point were prescribed by the Director of the Mint, in September, 1853.

THE ACCOUNTS OF THE ORDINARY EXPENSES OF THE MINT, THE BRANCH MINTS, AND THE ASSAY OFFICE.

THESE ACCOUNTS ARE CLASSIFIED AS FOLLOWS:

1. *Salaries of Officers and Clerks.*

These are paid quarterly. Pay rolls are made up according to forms furnished, containing details as to occupation, time and amounts paid. These are receipted; a duplicate is retained in the Mint. The original is enclosed in the warrant of the Director (or Superintendent), which is issued for the total amount of the pay roll, and will be sent with the quarterly account to Washington.

2. *Wages of Workmen.*

These are paid monthly. Duplicate pay-rolls will be prepared as in the preceding case; a duplicate retained on file at the Mint, Branch Mint, or Assay Office, and the original enclosed in a warrant of the Director (or Superintendent), will be sent with the quarterly account.

3. *Incidental and Contingent Expenses.*

Previous to the obtaining of any articles necessary for any of these institutions, a requisition for such supplies must be made by the proper officer of each department, on the Director (or Superintendent at a Branch Mint,) stating the article and price, and, if approved, an order for the same is issued. The articles will be delivered to the department ordering the same, and shall be compared with the order therefor, as to quality, quantity and price, and the bills (in duplicate) must be examined and certified to be correct. Regular accounts shall be kept of the supplies, and an entry made of every order issued, and the account books will show to what purpose the articles are applied. The bills stating the items in detail, having been

examined and certified as above, are placed in the hands of the Director (or Superintendent,) by whom a warrant is issued for their payment. This warrant (with the bills) is then placed in the Treasurer's hands. When payment is demanded, the duplicate bills are to be receipted by the party to whom payment is due, or by some one authorized in writing to receive the payment, and a receipt is also taken on the foot of the warrant. The warrant is entered on the "Register of Warrants Paid," and the proper number and date attached. One of the bills is enclosed in the warrant, which is to be presented to the paying clerk for payment. The duplicate bill is placed on file.

The moneys of this account are derived from the specific appropriations made by law for the salaries of officers and clerks, wages of workmen, and incidental and contingent expenses, for the several institutions herein named; and also from the charges and deductions available by law for their support, and are made thus available in the manner hereinbefore mentioned.

A journal and ledger account is kept, in which all moneys received are charged to the Treasurer of the Mint, and credited to the United States.

At the close of each quarter, the accounts of "Salaries of Officers and Clerks," "Wages of Workmen," "Incidental and Contingent Expenses," respectively, are charged, and the "Treasurer of the Mint" credited with the total amount paid under each head during the quarter. These several accounts are closed at the same time by the account of "the United States."

The books belonging to the ordinary account, are the journal and ledger, register of warrants paid, register of petty expenses, and register of appropriations.

The Register of Warrants Paid, exhibits in separate columns the date of payment, number of warrant, to whom paid, for what paid, amount paid in two columns, one for incidental and contingent expenses, and the other for salaries and wages.

The Register of Petty Expenses. All bills of ten dollars and less, are paid without a separate warrant for each bill. They are entered in a register, giving in separate columns, date, number, name, for what paid, and amounts. Each bill is indorsed

with its number, name and date, and at the close of the quarter an abstract of the petty expense register is prepared, which, with the petty bills indorsed, is covered by a warrant of the Director (or Superintendent,) if ascertained to be correct, in favor of the Treasurer of the Mint, or Branch Mint, for the whole amount. This warrant is entered on the "Register of Warrants Paid," all the petty payments being thus regarded as paid on the last day of the quarter.

The Register of Appropriations. This book will exhibit on the debit side in separate columns, the annual appropriations by Congress for salaries, wages, &c., and the deductions from depositors and other items, transferred from time to time to the Treasury of the United States, and on the credit side in corresponding columns, the amount from time to time drawn from the United States Treasury.

At the close of each quarter, a statement of the ordinary account is rendered to the first Auditor of the Treasury. This account consists of 1. A cash account, being an abstract of the journal entries. 2. Abstracts from the register of warrants paid, viz: abstract of warrants paid for the incidental and contingent expenses; abstract of warrants paid for wages of workmen; abstract of salaries of officers and clerks, (as the salaries are paid quarterly, the pay-roll is a sufficient abstract.) The warrants belonging to each of these heads, with its appropriate abstract, are to be separately enveloped and indorsed.

GENERAL REGULATIONS FOR THE MINT AND ITS BRANCHES.

1. The Act of 18th January, 1837, and subsequent laws compiled in the Mint Pamphlet, and such subsequent laws as may be from time to time passed, shall be regarded as presenting the general duties of the several officers of the Mint, its Branches, and the Assay Office.

2. It is required of each officer to give his personal attendance during Mint hours, except he be unavoidably or necessarily absent, in which case he shall be represented by his assistant or representative, where such assistant or representative has been or may be authorized by the proper authority; such officer being responsible for the acts of his assistant or representative. A regular attendance of the assistants, clerks, and workmen, shall be enforced during such hours as the chief officer may require.

3. When temporary appointments are made as authorized by the fourth Section of the General Mint Law, the fact of such appointment, and the cause of it, will be reported to the Secretary of the Treasury, through the Director of the Mint.

4. Visits for information, or to witness the operations of the Mint, may be permitted by the chief officer of the institution, in such manner, however, as to cause no interruption to the officers, clerks, and workmen, in their appropriate duties, or occasion exposure of the precious metals or coin.

5. The chief officer at each institution will, at the end of each month, make an examination similar to that presented by the twelfth Section of the Act of the 6th of August, 1846, and make a report thereof through the Director to the Treasury Department. A similar report will be made by the Director in respect to the principal Mint.

6. An examination will also be made at the end of each quarter, and oftener, if necessary, of the general condition of the respective institutions, and the manner in which the operations have been conducted; a report of which examination shall be made as above provided.

7. Care will be taken to secure the bullion and coin either in locked pans or boxes, with spring locks, during the usual minting or bar making process; and at the end of each day's operations, such bullion and coin shall be carefully placed in the vaults of the institution.

8. No profit can accrue to any officer, clerk, or workman of these institutions, by reasons of the legitimate operations thereof, and no private or extra official work can be done therein, with or without compensation or reward, by any such officer, clerk, or workman. If this rule be violated by any officer or clerk, the fact shall be reported to the Treasury Department. If violated by any workman, he will be forthwith dismissed.

9. The number of workmen employed shall be regulated by the amount of work to be performed; a due regard being had to economy and the public service.

10. The several officers who are charged with the custody of bullion, shall be debited and credited with the same, in the manner prescribed in the general Mint law, and the subsequent enactments on that subject.

11. Each officer will keep a regular set of books, showing their transactions with each other; and the operative officers will keep pass-books of their daily transactions with the Treasurer, and will, at the end of every week, compare their accounts with those kept by the Treasurer. This last named officer will ascertain, at the close of each day, the amount of coin in his hands.

12. A sufficient number of trustworthy persons will be em-

ployed as watchmen, doorkeepers, &c. The watchmen will relieve the messengers in charge at 6 o'clock, P. M., and will in their turn be relieved by the messengers in charge at 6 o'clock, A. M. Rounds will be prescribed by the Director (or Superintendent), who will devise such mode of securing proper vigilance, on the part of the watchmen and others, as he may deem expedient.

13. The messengers, doorkeepers, &c., at the end of office hours, and the workmen, at the end of working hours, will severally close the doors, window-shutters, and other fastenings, and put everything in its proper place and in a state of security, in their respective portions of the building. At the end of working hours, the messengers and doorkeepers in charge of the buildings shall make a careful examination throughout, to see that the fastenings are secure, the fires safe, and no one concealed in the building. When relieved by the watchmen, at 6 o'clock, P. M., the watchmen shall repeat the same inspection and examination, and the messengers and doorkeepers, as soon as they relieve the watchmen, at 6 o'clock, A. M., will again repeat this inspection.

14. The watchmen will be furnished with fire and other arms, kept in constant readiness for immediate use.

15. Such holidays will be allowed as are usual at the place where the Mint, Branch, or Assay Office is situated, and the afternoons of Saturdays, from 2 o'clock.

16. The principal officer of each department of business will report to the Director (or Superintendent) any instance of neglect of duty, or want of fidelity, in any of the persons employed in his department, and also make a like report if he has reason to suspect the integrity of any person so employed. This information will be communicated as soon as it comes to the knowledge of the officer, and without any delay.

17. The Chief Coiner will prepare and present, at the end of each month, a statement exhibiting the loss or wastage in each

of the operations of his department, as follows:—1. Loss in rolling, including annealing. 2. Loss in cutting. 3. Loss in adjusting, assorting and milling. 4. Loss in cleaning and whitening. 5. Loss in striking, if any.

18. The Melter and Refiner will prepare, and present at the end of each month, a statement exhibiting the amount of gold and silver bullion operated upon, and the result of his enquiries, checks and weighings, to ascertain the wastage thereon.

19. These statements will show the amount of bullion operated upon, the aggregate loss, and the loss per thousandth.

20. It shall be at the option of the Director (or the Superintendent at a Branch Mint) to permit or require work of the men before or after the prescribed hours; but for all such overwork, or where more than ten hours labor is performed, extra pay shall be allowed, at the rate of one-tenth of a day's wages per hour.

21. A roll shall be kept by each officer, to be noted day by day, of the actual attendance of the workmen employed in his proper branch of business, which will be reported, at the end of each month, to the Director (or Superintendent). He will also make to such officer, at the end of each month, a confidential report, for the purpose of keeping him advised of the habits of attention, the skill, sobriety and fidelity of each workman, or the reverse. This report must be in writing, and presented as soon after the close of each month as it can conveniently be prepared.

22. The hours for commencing and ending work will be communicated to the workmen by their respective officers.

23. The bell shall be rung by the doorkeepers at the hours prescribed for commencing and ending work, and at 12 o'clock.

24. During the working hours, none of the men can leave the institution without permission from their officers, and it

shall be the duty of the foreman to report to their officers any absences during such hours.

25. If any foreman or workman is absent without leave of his proper officer, a deduction shall be made from such person's wages, if for part of a day, at the rate of one-tenth of a day's wages per hour; and any absences without such leave, either for part of a day or for one or more days, shall be a cause of dismissal, on the report of the proper officer to the Director (or Superintendent). Applications for leave of absence shall be made in writing, stating the cause of such application. If the officer, in whose department such applicant is employed, is of opinion that the reasons are satisfactory, he will so indorse it, whereupon it will be presented to the Director (or Superintendent) for his action thereon.

26. A reasonable time will be allowed for dinner, which will be brought to the building by the men; but if sent to them, must be received and distributed by the messengers and door-keepers.

27. The workmen must not pass from the rooms in which they are employed into those appropriated for other operations.

28. Smoking is prohibited in the Mint and its Branches.

JAMES ROSS SNOWDEN,
Director of the Mint.